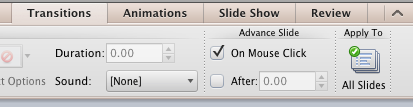
**Mac Version**

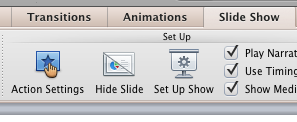
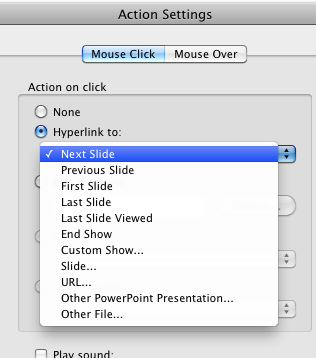
**Non-linear and Interactive PPTs**

Create a slide or two including some text you would like hyperlinked to another page.

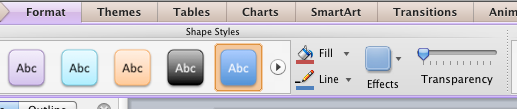
****Remove automatic advancing**

* Click on Transitions Tab
* Deselect On Mouse Click
* Click Apply to All Slides

**Hyperlink Slides**

1. Figure out what you want hyperlinked (ie link slide 1 to slide 5).
2. Make the slides that will be hyperlinked (slides 1 & 5, don’t worry about the order, you can change it later and the links will hold).
3. Highlight text that will serve as the hyperlink or make a circle/square to be the “hot spot” (see below). You can also use regular circles, squares, arrows, etc. to serve as navigation, select and hyperlink as you would text.
4. Click on Slide Show tab
5. Click on Action Settings
6. Select Hyperlink to:
7. Select Slide….
8. Text should now be blue and underlined (it’s hyperlinked!)
9. You could also select to add a sound to it. Try!

**Making a “hidden hot spot” for your hyperlink that isn’t text**

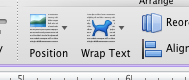
1. ******Be sure Home tab is selected
2. Click on Shape, select desired shape, draw the shape where you want your hotspot
3. Double click on the shape you have just drawn to open the Format Tab
4. Select fill
   * Select a color (even if you want the one showing you have to select a color)
   * Move transparency to 100%, far right (this removes the color and makes a clear hotspot)

* Select line
  + Click on color
  + Select no line
* With circle/square still selected, hyperlink following directions above

**To make a screen shot**

1. Press the following 4 keys (Control, Apple, Shift, 4) all at the same time
2. Hold down mouse button while you highlight what you want to copy
3. Release mouse button
4. Move to where you want to paste graphic
5. Paste

**Picture Alignment (so graphic will float on page)**

* ******Double click on graphic
* Select Wrap Text
* Select Tight, OK

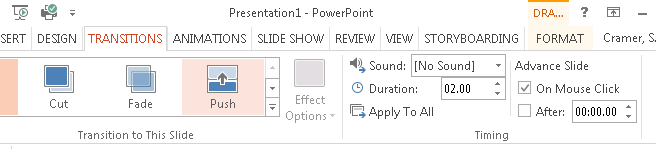
**Creating a Multiple Choice Quiz**

1. Create a slide with the quiz questions and answer choices   
   ie What color is the sun? A) yellow B)black C) green cheese
2. Create a slide saying Correct! Include text to move to next question. Hyperlink that text to next question.
3. Create another slide saying Sorry. Include text to move back to original question. Hyperlink that text back to the original question.
4. Hyperlink correct response to Correct! page.
5. Hyperlink incorrect responses to Sorry page.
6. Create a second question. Repeat above sequence creating new Correct and Sorry pages for each question.

Windows 7 Version

**Non-linear and Interactive PPTs**

Create a slide or two including some text you would like hyperlinked to another page.

**Remove automatic advancing**

* Click on Transitions Tab
* Deselect On Mouse Click
* Click Apply to All Slides

**Hyperlink Slides**

1. Figure out what you want hyperlinked (ie link slide 1 to slide 5).
2. Make the slides that will be hyperlinked (slides 1 & 5, don’t worry about the order, you can change it later and the links will hold).
3. Highlight text that will serve as the hyperlink or make a circle/square to be the “hot spot” (see below). You can also use regular circles, squares, arrows, etc. to serve as navigation, select and hyperlink as you would text.
4. Click on Insert tab then select either Hyperlink OR Action

|  |  |
| --- | --- |
| Hyperlink   * Select Place in This Document * Select slide you want to link to * Text should now be blue and underlined (it’s hyperlinked!) | Action   * Hyperlink to…. * Slide…. * Select slide * OK * Text should now be blue and underlined * You add sounds in this area too. Try it! |

**Making a “hidden hot spot” for your hyperlink that isn’t text**

1. Be sure Home tab is selected
2. Click on Shape, select desired shape, draw the shape where you want your hotspot
3. Double click on the shape you have just drawn to open the Format Tab
4. Select fill – no fill
5. Select line – no line
6. With circle/square still selected, hyperlink following directions above

**To make a screen shot**

1. Find your Snipping Tool
2. Select New
3. Highlight the area you want to copy
4. Paste copied area where you want it

**Creating a Multiple Choice Quiz**

1. Create a slide with the quiz questions and answer choices   
   ie What color is the sun? A) yellow B)black C) green cheese
2. Create a slide saying Correct! Include text to move to next question. Hyperlink that text to next question.
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